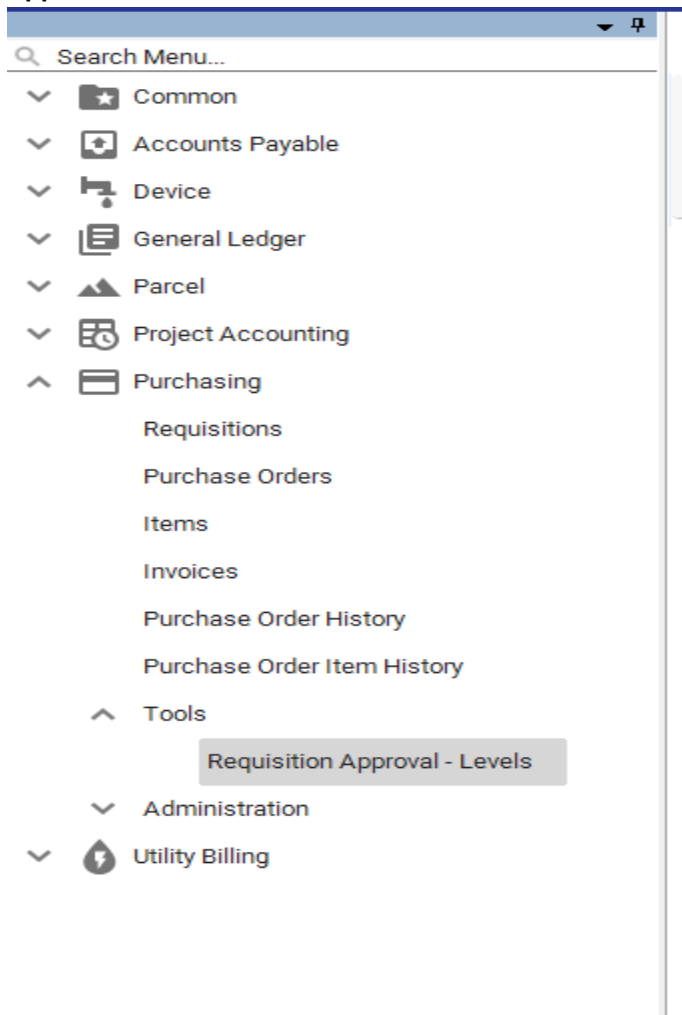


APPROVING A PURCHASE ORDER

1. In Incode 10 on the left-hand side drill down under Purchasing and Tools to get to **Requisition Approval Levels** as shown below.



2. On the right-hand side of the screen press the **Search Requisitions** button as shown below. This will bring up a list of purchase orders that are waiting your approval.

☐ Include Approved

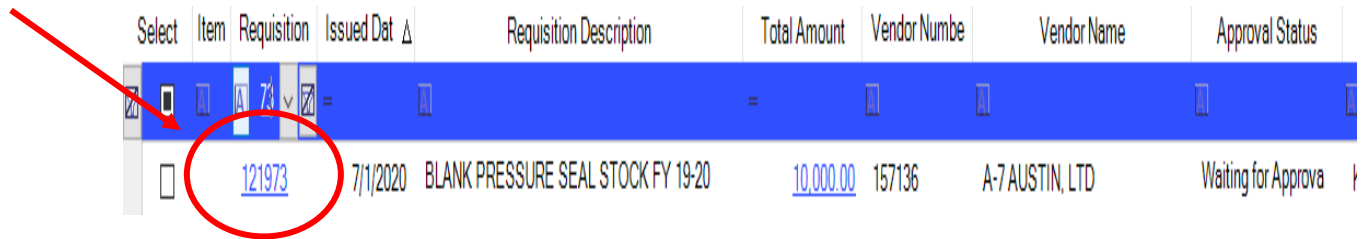
☐ Include All Approval Levels

☐ Include Rejected

Search Requisitions

Status	Requested By	Department
A	A	

3. Select a Requisition number to review (circled).



Select	Item	Requisition	Issued Dat	Requisition Description	Total Amount	Vendor Numbe	Vendor Name	Approval Status
<input type="checkbox"/>		<u>121973</u>	7/1/2020	BLANK PRESSURE SEAL STOCK FY 19-20	<u>10,000.00</u>	157136	A-7 AUSTIN, LTD	Waiting for Approva

4. From here you will review the purchase order by selecting the tabs on the left-hand side.

General, Item Entry, ect.

Requisition Manager: 121973 - BLANK PRESSURE SEAL STOCK FY 19-20 FINANCE

Save and Close Save and New Delete Print Screen Help Load Template Copy From Requisition

Vendor Name: A-7 AUSTIN, LTD DBA: CRAMER MARKETING Change Business Address Amount: \$10,000.00
Vendor Number: 157136 2501 LAKEVIEW DRIVE
Vendor Set: 01 AMARILLO, TX 79109
Approval Status: Waiting for Approval U.S.A

General Number 121973 Next Number
Item Entry Description BLANK PRESSURE SEAL STOCK FY 19-20 FINANCE
Shipping Entry Department 4005 - Finance
Items Distributions Issue Date 7/1/2020
Item Approvals On Hold ☐
Item Approval History Requested By KATHLEEN TEETER
Items Transferred Auto Approve ☒
Notes Ship To 000 - 000
PO Notices Vendor 157136 • A-7 AUSTIN, LTD
Documents
User Defined

Detailed Description

BLANK PRESSURE SEAL STOCK FOR UTILITY BILLING
SPLIT BETWEEN TWO ACCOUNTS
AUTHORIZED SIGNERS: KATHLEEN TEETER, HALEY JONES, SAM CORD, LANE MILLAR

5. Select Save and Close in the top right if everything is correct, otherwise you can made changes to the purchase order prior to Save and Close.

6. At this point you can select the box to the left of the Requisition Number (circled) and then select the green Approve Requisition button.

Approve Requisition Reject Requisition Print Screen Help Contents

Requisition Number _____
Department _____

Select/Unselect All

Select	Item	Requisition	Issued Dat	Requisition Description
<input type="checkbox"/>	A	12197	=	A
<input checked="" type="checkbox"/>	A	121973	7/1/2020	BLANK PRESSURE SEAL STOCK FY 19-20

7. A final window will open showing the purchase orders you have selected for approval. Save and Close to finish the process.

Requisition Approval

Save and Close Print Screen Help

Number	Item Description	Approval Level	Approve	Reject
1219	BLANK PRESSURE	Purch	<input checked="" type="checkbox"/>	<input type="checkbox"/>

8. Once all levels have been approved then AP will finalize and print the purchase order. If you need of a copy of the purchase order please email ap@ci.eureka.ca.gov. If you have any issues please email incodehelp@ci.eureka.ca.gov